



## Child Education & Development Coordinator

Details		Job ID : 414
<b>Title :</b> Child Education & Development Coordinator	<b>Job Code :</b> 1031	
<b>Salary :</b> \$2,603.00 (Monthly)	<b>Grade :</b> 10	
<b>Tenured :</b> YES		
Job Departments		
<ul style="list-style-type: none"><li>Juvenile Services</li></ul>		
Purpose		
RESPONSIBLE FOR PROVIDING SUBSTANCE ABUSE ASSESSMENT AND EDUCATION FOR CHILDREN IN FAMILY DRUG COURT		
Required Qualifications		
<b>Education :</b> 4 Year College Degree in Related Field		
<b>Education Substitute :</b> Experience for Degree @ 1:1		
<b>Experience :</b> None		
Job Required Knowledge		
<ul style="list-style-type: none"><li>4 YEAR COLLEGE DEGREE MUST BE IN SOCIAL WORK, PSYCHOLOGY, OR OTHER SOCIAL SERVICES FIELD</li></ul>		
Job Skills/Abilities		
<ul style="list-style-type: none"><li>COMPUTER SKILLS</li><li>EXCELLENT WRITTEN AND ORAL COMMUNICATION SKILLS</li><li>ABILITY TO MAINTAIN PROFESSIONAL RELATIONSHIPS WITH CO-WORKERS, COURT OF JUSTICE OFFICIALS AND STAFF, AND THE PUBLIC</li></ul>		
Job Preferred Knowledge		
<ul style="list-style-type: none"><li>SOCIAL WORK, PSYCHOLOGY OR OTHER SOCIAL SERVICES FIELD</li></ul>		
Job Duties		
<ul style="list-style-type: none"><li>CONDUCT INDIVIDUAL SCREENING AND ASSESSMENT TO DETERMINE DEVELOPMENTAL NEEDS OF CHILDREN INVOLVED IN THE FAMILY DRUG COURT</li><li>CONDUCT INDIVIDUAL AND GROUP EDUCATIONAL SESSIONS FOR CHILDREN ON ADDICTION AND RECOVERY</li><li>PROVIDE AGE APPROPRIATE SERVICES TO CHILDREN REGARDING SUBSTANCE ABUSE PREVENTION</li><li>PROVIDE CONSULTATION TO FAMILY DRUG COURT TEAM ON POLICY ISSUES RELATED TO CHILD DEVELOPMENT, CHILD PROTECTION AND PERMANENCY</li><li>PROVIDE TECHNICAL ASSISTANCE AND SERVE AS LIAISON BETWEEN FAMILY DRUG COURT STAFF, FAMILY DRUG COURT TEAM, CHILD PROTECTIVE SERVICES AND THE FAMILY DRUG COURT JUDGE</li><li>SERVE AS LIAISON BETWEEN TREATMENT PROVIDERS AND DRUG COURT TEAM AS THEIR SERVICES RELATE TO CHILDREN</li><li>OTHER DUTIES AS ASSIGNED</li></ul>		